



# STATE CHILD CARE ADVISORY COUNCIL

Handbook

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Iowa Code Chapter 237A.21 and 237A.22 STATE CHILD CARE  
ADVISORY COUNCIL  
MEMBERSHIP APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Current employer \_\_\_\_\_

Telephone numbers (h) \_\_\_\_\_ (w) \_\_\_\_\_

FAX number \_\_\_\_\_ Email \_\_\_\_\_

Position you are eligible to represent: (check all that apply)

\_\_\_\_\_ Parent of a child served by a registered child development home

\_\_\_\_\_ Parent of a child served by a licensed child care center

\_\_\_\_\_ Not-for-profit child care center

\_\_\_\_\_ For-profit child care center

\_\_\_\_\_ Child care home provider (non-registered)

\_\_\_\_\_ Registered child development home provider \_\_Cat A \_\_ Cat B \_\_ Cat C

\_\_\_\_\_ Child Care Resource & Referral staff

\_\_\_\_\_ Nongovernmental child advocacy group

\_\_\_\_\_ Representative of \_\_\_\_\_

\_\_\_\_\_ At large: List job duties: \_\_\_\_\_

What is your background? What has prompted your interest in being appointed to the Council?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you be able to attend council meetings every other month - some on ICN and some in Des Moines (with adequate prior notice)? \_\_\_\_\_

# STATE CHILD CARE ADVISORY COUNCIL OPERATIONAL POLICIES

(As approved by the Council September 1, 2006)

The State Child Care Advisory Council shall develop its own operational policies which are subject to Departmental approval. (Reference Section 237A.21 - Iowa Code)

## **Mission**

The Council advocates for a quality child care system to serve children of Iowa from birth through school-age.

## **I. Membership**

- A. Members shall be appointed by the Director of the Department of Human Services from a list of names submitted by a nominating committee. Appointments will be balanced between gender and between urban and rural areas of the state. The nominating committee shall consist of one member of the state council; one member of the department's child care staff, three consumers of child care, and one member of a professional child care organization.
- B. The membership shall not be fewer than 22 or more than 35. It shall provide equal representation of persons with an interest in child care and shall include a minimum of all of the following:
  - 1. Two parents of a child served by a child development home.
  - 2. Two parents of a child served by a licensed center.
  - 3. Two not-for-profit child care centers.
  - 4. Two for-profit child care centers.
  - 5. One child care home provider (non-registered)
  - 6. Three child development home providers with at least one of these being from a county with a population of less than twenty-two thousand.
  - 7. Two legislators appointed in a manner so that both major political parties are represented.
  - 8. One non-governmental child advocacy group representative
  - 9. One designee of the Iowa Department of Human Services
  - 10. One designee of the Iowa Department of Public Health.
  - 11. One designee of the Department of Education.
  - 12. One Head Start program provider.
  - 13. One child care resource and referral service grantee.
  - 14. Appropriate governmental agencies.
  - 15. Other members as deemed necessary by the Director of the Department of Human Services. (Examples might be: Extension, community colleges, universities, children's hospitals, professional child care organizations, child health specialty clinics, etc.).

## STATE CHILD CARE ADVISORY COUNCIL OPERATIONAL POLICIES (Continued)

- C. Members shall be appointed for terms of three years, but no member shall be appointed to more than two consecutive terms. Individuals may be eligible for reappointment after a one year interim. The expiration of terms should be on a rotating basis.
  - 1. Chair of the Membership Committee will notify council members of the expiration of term of office. If this is the first term, an invitation will be extended for a second term.
  - 2. Chair of the Membership Committee shall send out a letter notifying council member of end of second term and invite member to attend future meetings as a guest with possible reappointment after one year off council.
- D. All new terms shall begin July 1 of each calendar year. The term of a council member appointed from July 31 through June 30 will officially begin on the next July 1 for term of office purposes.
- E. Vacancies shall be filled in the same manner in which the original appointments were made. Appointments shall complete the original member's term and will be eligible to serve one additional three year term beyond the term for which they were appointed.
- F. Members are eligible for reimbursement of their actual and necessary expenses while engaged in performance of their official duties.
- G. A designee shall follow the same process as appointments.

### **II. Duties (Section 237A.22 - Iowa Code)**

- A. Consult with and make recommendations to the Department of Human Services concerning policy issues relating to child care.
- B. Advise the Department of Human Services concerning services relating to child care, including but not limited to, any of the following:
  - 1. Resource and referral services.
  - 2. Provider training.
  - 3. Quality improvement.
  - 4. Public-private partnerships.
  - 5. Standards review and development.
- A. Assist the Department of Human Services in developing an implementation plan to provide seamless service to recipients of public assistance, which includes child care services. For the purpose of this subsection, "seamless service" means coordination, where possible, of the federal and state requirements which apply to child care.
- B. Advise and provide technical services to the Director of the Department of Education, or the Director's designee, upon request, relating to pre-school, pre-kindergarten, kindergarten, and before-and-after school programming and facilities.

## STATE CHILD CARE ADVISORY COUNCIL OPERATIONAL POLICIES (Continued)

### **III. Leadership**

- A. There shall be a chair and a vice chair. Term limits for these positions are no more than three years and cannot extend beyond the appointment term to the Council. The chair and vice chair terms shall not end in the same year.
- B. The duties of the chair (through support of the department) are as follows: develop the agenda, conduct meetings, coordinate meeting dates and location with the Dept. of Human Services, provide letters of support and communication with other organizations, assign a steering committee to assist with Council agenda or activities, assure Council representation on projects identified by the Council, assure regular presentation to the Council on Human Services, set up of meeting room, assure orientation of new Council members, coordinate the work and reports of the committees, and track attendance at meetings.
- C. The duties of the vice chair are as follows: work with the chair in assuring the tasks of the chair are accomplished.
- D. State Child Care Advisory Council members shall vote for a chair and vice chair. The Membership/Operational Policies Committee will put together a slate of candidates. Candidates shall be members of the State Child Care Advisory Council. Two candidates shall be named for each position. The candidates shall come from a list of Council members who have volunteered to be chair or vice chair. If less than two persons volunteer for each position, the list shall include Council members sought out by the Chair of the Membership/Operational Policies Committee to fill the candidate slate. Council members interested in becoming chair and vice chair shall submit an application to the DHS staff person for the Membership/Operational Policies Committee by a date specified by the Chair of the Membership/Operational Policies Committee. The Membership/Operational Policies Committee shall be responsible for putting a slate of candidates forth that will result in the chair and vice chair's terms ending in different years.

### **IV. Meetings**

- A. Regularly scheduled meetings at a minimum of four times a year will be presided over by a chairperson or vice chairperson who are elected from the Council membership. The chairperson may choose to appoint a steering committee to assist with the Council agenda and activities. Representatives of the Department of Human Services will serve as staff support to the Council.
- B. Attendance shall be expected at all of the scheduled meetings. Three (3) absences per fiscal year may result in termination of council membership.

## STATE CHILD CARE ADVISORY COUNCIL OPERATIONAL POLICIES (Continued)

- C. Motions made at council meetings shall be voted on that meeting unless the motion changes policy of the operations of the council. For policy issues, the material describing the change shall be sent to council members a minimum of one week prior to the meeting.
- D. A quorum shall consist of a majority of current membership, or their designated representatives, in attendance at any meeting.

### **V. Committees**

- A. Standing committees shall be formed to work independently on issues and solutions on a focus area. These committees shall meet periodically and report to the Council with recommendations and plans they have formulated.
- B. Standing committees are as follows:
  - 1. **Membership/Operational Policies** - This committee reviews applications for membership on the Council and nominates at least two candidates for each open position on the Council up to 35 members. The committee provides advice and assistance in soliciting applicants for the Council to fill the positions required by law. It puts together the slate of candidates for the chair and vice chair position. Once a year this committee reviews the policies of the Council and makes recommendations to the Council for policy revisions as necessary. This committee requires a chair.
  - 2. **Systemic Issues in Child Care** - This committee addresses the comprehensiveness of child care in Iowa including barriers, resources, quality improvement, access, professional development, regulations, and best practice guidelines. This group requires a chair and co-chair. This committee coordinates with other groups in the state whose charge it is to address a specific child care area. In addition, this committee creates ad hoc groups to address the work of the committee.
  - 3. **Evaluation/Research** - This committee maintains current information on research and evaluation processes regarding child care to provide ongoing information to the Council. It coordinates with the Results Accountability Component Workgroup of Early Childhood Iowa. This committee requires a chair and co-chair.
- C. Each council member is expected to work on a committee.
- D. Each committee will determine their own criteria for membership of additional individuals who are interested in the focus area but are not Council members.
- E. Each committee will elect a chairperson who is a council member.

- F. Department of Human Services personnel will act as advisory members of the committees and shall supply federal and state guidelines in the various focus areas.
- G. Committees may be formed as needed.

### **Revision**

- A. These policies shall be reviewed annually by the Membership/Operational Policies Committee.
- B. Suggestions for revision shall be presented to the entire Council membership and voted upon at any regularly scheduled Council meeting. A quorum shall be necessary to approve the revision.



## IOWA CODE CHAPTER 237A.21 & 237A.22

### **237A.21 State child care advisory council.**

1. A state child care advisory council is established consisting of not more than thirty-five members from urban and rural areas across the state. The membership shall include, but is not limited to, all of the following persons or representatives with an interest in child care: a licensed center provider, a registered child development home provider from a county with a population of less than twenty-two thousand, an unregistered child care home provider, a parent of a child in child care, appropriate governmental agencies, and other members as deemed necessary by the director. The members are eligible for reimbursement of their actual and necessary expenses while engaged in performance of their official duties.
2. Members shall be appointed by the director from a list of names submitted by a nominating committee to consist of one member of the state council established pursuant to this section, one member of the department's child care staff, three consumers of child care, and one member of a professional child care organization. Two names shall be submitted for each appointment. Members shall be appointed for terms of three years but no member shall be appointed to more than two consecutive terms. The state council shall develop its own operational policies which are subject to departmental approval.
3. The membership of the council shall be appointed in a manner so as to provide equitable representation of persons with an interest in child care and shall include all of the following:
  - a. Two parents of a child served by a registered child development home.
  - b. Two parents of a child served by a licensed center.
  - c. Two not-for-profit child care providers.
  - d. Two for-profit child care providers.
  - e. One child care home provider
  - f. Three child development home providers
  - g. One child care resource and referral service grantee.
  - h. One nongovernmental child advocacy group representative.
  - I. One designee of the department of human services or the Iowa department of public health.

IOWA CODE CHAPTER 237A.21 & 237A.22 (Continued)
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- j. One designee of the department of education
- K. One head start program provider.
- L. Two legislators appointed in a manner so that both major political parties are represented.

[C75, 237A.1(8); C77, 79, 81, 237A.21]

86 Acts, ch 1044, 1; 92 Acts, ch 1083, 3

**237A.22 Duties of state child care advisory council.**

The state child care advisory council shall do all of the following:

1. Consult with and make recommendations to the department concerning policy issues relating to child care.
2. Advise the department concerning services relating to child care, including but not limited to any of the following:
  - a. Resource and referral services.
  - b. Provider training.
  - c. Quality improvement.
  - d. Public-private partnerships.
  - e. Standards review and development.
3. Assist the department in developing an implementation plan to provide seamless service to recipients of public assistance which includes child care services. For the purposes of this subsection, "*seamless service*" means coordination, where possible, of the federal and state requirements which apply to child care.
4. Advise and provide technical services to the director of the department of education or the director's designee, upon request, relating to prekindergarten, kindergarten, and before and after school programming and facilities.

[C75, 237A.12; C77, 79, 81, 237A.22]

89 Acts, ch 206, 4; 92 Acts, ch 1083, 4

## CHILD CARE ASSISTANCE PROGRAM ELIGIBILITY (441 IAC 130 & 170)

### How to qualify:

One may qualify for Child Care Assistance if they:

- ❑ Have a child who needs care and who is under the age of 13 years, or under the age of 19 years if the child has special needs, **and**
- ❑ Are a member of a Family Investment Program (FIP) household.

If one is not a Family Investment Program participant, they may qualify for the Child Care Assistance program if they:

- ❑ Have a child who needs care who is under the age of 13 years, or under the age of 19 years if the child has special needs, **and**
- ❑ Work an average of 28 hours per week; or
- ❑ Have an income under the program's limits; and
- ❑ Attend an approvable training or education program full-time; or
- ❑ Are looking for work.

### How to apply for Child Care Assistance:

- ❑ Fill out a Child Care Assistance Application at the county Department of Human Services (DHS) office; or
- ❑ If one is participating in activities approved under the PROMISE JOBS program, contact their PROMISE JOBS worker.

### Who can care for child(ren):

Child Care Assistance can be used to pay for a variety of child care arrangements. The provider chosen must be at least 18 years of age and cannot be a parent or guardian of the child. One can choose:

- ❑ A registered child development home.
- ❑ A nonregistered child care home (the provider must pass the required child abuse and criminal record checks).
- ❑ A licensed child care center.
- ❑ A relative, other than a parent or guardian (if nonregistered, the relative must also pass the required child abuse and criminal record checks)

<p style="text-align: center;"><b>CHILD CARE ASSISTANCE PROGRAM</b> <b>ELIGIBILITY (441 IAC 130 &amp; 170) (Continued)</b></p>
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- ❑ Someone who cares for the children in their home (if you have three or more children needing child care).
- ❑ A child care program operated by or under contract to an accredited public or nonpublic school.

The child care provider chosen by the parent must have a Child Care Assistance Provider Agreement on file with DHS. If the provider does not have a Provider Agreement on file yet, DHS will give one to the parent to take to their provider. The provider and the DHS worker must sign the provider agreement for it to be considered valid.. The provider chosen must meet certain requirements in addition to meeting health and safety requirements. The provider must also agree to allow the parent to visit their child when in care.

The parent may have to pay part of the child care costs based on their income and family size. The amount they pay will be on the Notice of Decision they will receive when child care is approved.

Parent(s) rights and responsibilities:

- ❑ Parent(s) can choose who they want to care for the children.
- ❑ Checklists are available from the Iowa Child Care Resource and Referral System to help parent(s) know what to look for when choosing their child care provider and what to look for when visiting a child development home or center.
- ❑ Parent(s) can look at complaint files on providers in the county DHS office.
- ❑ Parent(s) can ask for references from the provider and may check those references.
- ❑ Parent(s) can report providers who do not meet health and safety requirements to DHS.

## REGISTERED CHILD DEVELOPMENT HOMES (441 IAC 110)

Child Development Home registration is a voluntary process. Individuals may provide care for up to five children without becoming registered. The Department of Human Services sets forth the minimum standards for registered child development homes in IAC 441 Chapter 110. Providers who wish to register must self-certify that they meet these minimum standards.

For the protection of children, Iowa Code Chapter 237A requires that to be registered, child care providers and others in the home must submit to checks for criminal and child abuse history. A home with a person who has a criminal or child abuse record may be approved for registration, depending on the Department's evaluation of the incident.

Child Development Homes supplement parental care by providing supervision, protection and early education for children who need care outside their homes for part of the day. There are three categories of Child Development Homes (A, B, and C) recognized under Iowa law. Each category has specific provider and facility requirements. The number of children allowed in care varies, based on the category of registration.

The Department offers consultation and assistance in applying for registration and meeting the requirements of a registered Child Development Home.

Individuals who are interested in becoming a registered Child Development Home can contact their local Department of Human Services office.

## CHILD CARE CENTERS AND PRESCHOOLS LICENSING (441 IAC 109)

On an average day in Iowa, more than 78,000 children are cared for in 1,500 licensed child care centers, preschools, and before- and after-school programs across the state.

The Department of Human Services sets forth the minimum standards for child care centers in Iowa Administrative Code 441, Chapter 109.

The Iowa Department of Public Health sets forth the immunization requirements for child care centers in Iowa Administrative Code 641, Chapter 7.

The State Fire Marshall sets forth the fire safety requirements for child care centers in Iowa Administrative Code 661, Chapter 5.

Iowa Code section 279.49 requires that child care programs operated or contracted for by a school must either meet the licensing requirements of the Department of Human Services or meet the standards for child care programs adopted by the State Board of Education.

The Department offers consultation and assistance in applying for a license and meeting the requirements of a licensed center through the child care consultants located throughout the state. There is no fee to receive consultation and assistance in obtaining a license.

<p>BUDGET PROCESS OF INTEREST TO THE STATE CHILD CARE ADVISORY COUNCIL</p>
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DHS BUDGET PROCESS

July	Public Hearings/Presentations to the Council on Human Services
July - August	Agency begins budget development
September	Budget presented to the Council on Human Services
October 1	Budget due to the Department of Management (DOM) [Per Iowa Code 8.27]
October - January	Budget meetings with DOM for preparation of tentative budget and analysis
2 <sup>nd</sup> week of January	Legislative Session starts - Governor presents State of State Address
January	Governor's budget released after State of State Address required by Iowa Code 8.21 to be released no later than February 1

<p style="text-align: center;">ADMINISTRATIVE &amp; LEGISLATIVE TIMELINES OF INTEREST TO THE STATE CHILD CARE ADVISORY COUNCIL</p>
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### DHS LEGISLATIVE PACKAGES

September	Preliminary development of DHS legislative proposals
September - November	Decision-making and refinements on legislative packages
November	Legislative package presented to the Council on Human Services
Late November	Pre-filed bills submitted to Legislative Services Bureau (LSB) no later than 45 days before the start of the legislative session [Per Iowa Code 2.16]

### EXECUTIVE BRANCH LEGISLATIVE PACKAGES

Early December	Pre-filed sponsored bills (submitted by a Representative or a Senator) ~ deadline established in Legislative rules
Friday before start of session	Deadline for Governor's legislative package
Legislative Session runs	2 <sup>nd</sup> week of January through May (typically)



ADMINISTRATIVE & LEGISLATIVE TIMELINESS OF INTEREST TO THE STATE CHILD CARE ADVISORY COUNCIL (Continued)
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Child Care Development Fund (CCDF) State Plan for Iowa

Current Plan covers FFY 2005-2007 (October 1, 2005-September 30, 2007)

January - March of year due	Pre-print of plan submitted to states
20 days after public notice given	At least one public hearing must be held
July 1	Deadline to submit the CCDF plan to Washington, D.C.

DHS website: <http://www.dhs.state.ia.us/>

CCDF State Plan:

[http://www.dhs.state.ia.us/dhs2005/dhs\\_homepage/children\\_family/child\\_care/index.html](http://www.dhs.state.ia.us/dhs2005/dhs_homepage/children_family/child_care/index.html)

## CHILD CARE RESOURCE AND REFERRAL

The mission of Child Care Resource and Referral of Iowa is to actively respond to community needs for affordable and accessible quality child care by providing resources, education and advocacy for children, parents, child care providers, and employers.

The child care resource and referral agencies are available to provide training, resources, technical assistance, and lending materials to child care providers. These agencies distribute a newsletter to providers containing topics of interest related to early childhood and school-age care and inform providers of training opportunities in their area. In addition, they offer parent referral services and consumer education on quality child care.

Child care resource and referral agencies are organized into a network through five service delivery areas. Each area has a designated regional office.

Mid-Sioux Opportunity  
418 Marion Street  
PO Box 390  
Remsen, IA 51050  
712-786-2001  
800-859-2025

Exceptional Persons, Inc.  
3675 University Ave.  
PO Box 4090  
Waterloo, IA 50704  
319-233-0804  
800-475-0804

West Central Development Corp  
701 10<sup>th</sup> St  
PO Box 709  
Harlan, IA 51537  
712-755-7381  
800-945-9778

Child Care Resource & Referral  
Orchard Place Child Guidance  
808 5<sup>th</sup> Avenue  
Des Moines, IA 50309  
515-246-3560  
800-722-7619

Community Action of Eastern Iowa  
Community Child Care Resource & Referral Center  
500 E 59<sup>th</sup> Street, Davenport, IA 52807  
563-324-1302  
800-369-3778

## OTHER STATE PROGRAMS

### **State Fire Marshall**

Iowa Department of Public Safety  
Division of State Fire Marshall  
401 SW 7<sup>th</sup> St., Suite N  
Des Moines, Iowa 50309  
(515) 281-5821

### **Food Program**

Child and Adult Care Food Program  
Bureau of Food and Nutrition  
Iowa Department of Education  
400 E. 14<sup>th</sup> St., Grimes Bldg  
Des Moines, Iowa 50319  
(515) 281-5356

### **Immunizations**

Bureau of Immunization  
Iowa Department of Public Health  
321 E. 12<sup>th</sup> St., Lucas Bldg.  
Des Moines, Iowa 50319  
(515) 281-7301

### **School-Operated Program**

Iowa Department of Education  
Bureau of Children, Family, and  
Community Services  
400 E. 14<sup>th</sup> St., Grimes Bldg.  
Des Moines, Iowa 50319  
(515) 281-4747

**Vaccine for Children Hotline:** 1-800-831-6293

## STATE POLICY FOR REIMBURSEMENT OF COUNCIL MEMBERS IN-STATE TRAVEL

Members of boards, commissions, councils and members of the public volunteering their services to the State of Iowa shall receive the \$.34 per mile rate for the use of their private vehicle in the conduct of official business.

### Meals

Maximum reimbursable rates are as follows:

(a) Breakfast	\$ 8.00
(b) Lunch	\$12.00
(c) Dinner	\$23.00
TOTAL	\$43.00

1. Those traveling on state business who are required to depart prior to 7:00 a.m. and required to return after 6:00 p.m. to their official domicile may be reimbursed actual expenses up to the allowable maximum per day for three meals.
2. Those traveling on state business who are required to depart before 7:00 a.m. and return prior to lunch may be reimbursed actual expenses up to the allowable maximum per day for breakfast.
3. Those traveling on state business who are required to depart before 7:00 a.m. and return after lunch, but prior to 6:00 p.m. may be reimbursed actual expenses up to the maximum per day for breakfast and lunch.
4. Those traveling on state business who are required to depart after 7:00 a.m. and return before 6:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for lunch.
5. Those traveling on state business who are required to depart after 7:00 a.m. but prior to lunch, and are required to return after 6:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for lunch and dinner.
6. Those traveling on state business who depart after lunch and return after 6:00 p.m. may be reimbursed actual expenses up to the allowable maximum per day for dinner.

<p style="text-align: center;"><b>STATE POLICY FOR REIMBURSEMENT OF COUNCIL MEMBERS IN-STATE TRAVEL (Continued)</b></p>
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7. The actual amount spent for the meal(s) is to be reported for reimbursement, even though the amount allowed will be the lesser of actual or maximum.
8. When reporting more than one daily meal the actual expense can be distributed between those meals, and the amount allowed will be the lesser of actual or maximum applicable to the combined cost of the meals.
9. Receipts for meals could be required at the option of the Director of the Department of Human Services or the Director of Revenue and Finance.
10. Alcoholic beverages are NOT an allowable use of public monies.
11. Tips are allowable for no more than 15% of the food bill and also up to the maximum allowed for reimbursement.
12. If a meal (such as lunch) is catered, the amount of this meal is included as a part of the \$43 per day maximum.
13. When a meal is not purchased by the council member but part of registration fee, purchased by another individual, etc., the maximum for the day becomes the allowable total of the other meals actually purchased on that particular day.

Send all Non-employee Expense claim forms to:

Kim Shackelford  
Iowa Department of Human Services  
Division of BDPS-FAC  
1305 East Walnut Ave., 5<sup>th</sup> Floor Hoover Bldg.  
Des Moines, Iowa 50319-0114

Attach supporting documentation  
to the back of this form

STATE OF IOWA

PO/PV1 (NON-EMP)

Official Domicile				<b>NON-EMPLOYEE EXPENSES</b>										Document Number			
Purpose of Travel				<input type="checkbox"/> Normal Job Duties <input type="checkbox"/> Seminar <input type="checkbox"/> Training				<input type="checkbox"/> Conference <input type="checkbox"/> Staff Development <input type="checkbox"/> Required by Federal Government				<input type="checkbox"/> Meeting <input type="checkbox"/> Other					
Name and Home Address				Alternate Address (send warrant to)				Accounting Use Only—Doc #		Reference All Other Related Documents—Date Paid		Doc #		Date Paid			
Year		Time HH:MM AM/PM		Travel		<input type="checkbox"/> State Vehicle <input type="checkbox"/> Personal Vehicle		Meals				Lodging		Transportation and Other Expenses			
MM/DD		Left	Returned	From To		Miles	Rate	Charge	Actual			Total	Reimb Total	Actual	Reimb Total	Code	Amount